

### Desk Audit Required Documentation Checklist

**District:** \_\_\_\_\_

**Count Date:** \_\_\_\_\_

Submit this form with your required paperwork to Revver by **Friday March 27, 2026**. If an item does not pertain to your building, you can check N/A next to that item. Each line should have a checkmark for Yes or N/A. Reminder to download and save all student schedules on count day for field audit requests. Do Not submit schedules until requested by auditor.

10 Day Return Date :		
Yes	N/A	Documentation Item
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFIED Student Alpha List with Students > 0 from MSDS/CEPI
<input type="checkbox"/>	<input type="checkbox"/>	SIS Alpha List with Students > 0 Signed and Dated by Building Principal
<input type="checkbox"/>	<input type="checkbox"/>	Educational Testimonies* - Fall only
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Attendance Policy (For all grade levels) - Fall only
<input type="checkbox"/>	<input type="checkbox"/>	Attendance Codes - with excused or unexcused indicated for each code
<input type="checkbox"/>	<input type="checkbox"/>	Count Day Absence Forms by building (PowerSchool MI 10/30 Day Report by period, MISTAR Absent Return Report, 10-day worksheets)
<input type="checkbox"/>	<input type="checkbox"/>	Board approved courses and grad requirements* - Fall only
<input type="checkbox"/>	<input type="checkbox"/>	Certified FTE Summary Report from MSDS/CEPI (DS-4061)- Signed and Dated
<input type="checkbox"/>	<input type="checkbox"/>	General Education DS4061 (from SIS)
<input type="checkbox"/>	<input type="checkbox"/>	Special Education FTEs DS4061 (from SIS)
<input type="checkbox"/>	<input type="checkbox"/>	Residency Related DS4061 (from SIS, LEAs only)
<input type="checkbox"/>	<input type="checkbox"/>	Cooperative Agreement (Fall – All agreements/ Spring only new agreements)
<input type="checkbox"/>	<input type="checkbox"/>	Incoming Roster by Building (from SIS, LEAs only)
<input type="checkbox"/>	<input type="checkbox"/>	Incoming Roster by District (from SIS, LEAs only)
<input type="checkbox"/>	<input type="checkbox"/>	Incoming FTE Summary by Building (from SIS, LEAs only)
<input type="checkbox"/>	<input type="checkbox"/>	Nonpublic, Part-Time Sites and Assurances*
<input type="checkbox"/>	<input type="checkbox"/>	Teacher Attendance Certification Form (Date Range 2/2 - 3/13/2026, Signed and Dated)***
<input type="checkbox"/>	<input type="checkbox"/>	75% Attendance Report District Wide (Fall Date Range: 1st day of school – 10/31/2025, Spring Date Range: 11/1/2025 - 3/13/2026.)
<input type="checkbox"/>	<input type="checkbox"/>	Add and Drop Report (Status Changes) do not include track transfers –Fall Date Range 9/22 - 10/31/2025, Spring Date Range: 2/2 - 3/13/2026
<input type="checkbox"/>	<input type="checkbox"/>	Non-Traditional Student List (Entire District by Building only students w/FTE, Non-Traditional Codes)*
<input type="checkbox"/>	<input type="checkbox"/>	Kindergarten Age Verification*
<input type="checkbox"/>	<input type="checkbox"/>	List of New School of Choice Students for the Current School Year* with FTE>0
<input type="checkbox"/>	<input type="checkbox"/>	Early Middle College Verification*
<input type="checkbox"/>	<input type="checkbox"/>	Early Middle College List for student with more than 1.00 FTE*
<input type="checkbox"/>	<input type="checkbox"/>	Worksheet A (must include program code)-Signed and Dated by Instructor**
<input type="checkbox"/>	<input type="checkbox"/>	Worksheet Bs (must include program code)-Signed and Dated by Instructor**
<input type="checkbox"/>	<input type="checkbox"/>	FTE Conflicts Form with Back Up Documentation (if applicable)*